

## CHECKLIST FOR E-FILING<sup>1</sup>

### USDC – MINNESOTA

Court Helpdesk No. 612-664-5155 (hrs M-F 8:00-5:00)

[www.mnd.uscourts.gov](http://www.mnd.uscourts.gov)

#### NON-COMPLAINT DOCUMENTS

	Instruction(s)	Practice Pointers
<input type="checkbox"/>	Obtain hearing date and courtroom	<ul style="list-style-type: none"><li>• Location of judge's calendar clerk (courtroom deputy) can be found in MN Atty/Secy's Handbook or on the internet under Judges information</li><li>• Attorney should call to obtain hearing date</li></ul>
<input type="checkbox"/>	Redact any social security numbers, names of minors, dates of birth, and financial account information from document or exhibit	<ul style="list-style-type: none"><li>• See p. 19 of ECF Procedures Manual</li></ul>
<input type="checkbox"/>	Conform all Word documents with appropriate s/ _____	<ul style="list-style-type: none"><li>• Original documents must be signed before you perform this step</li><li>• Original documents must be retained in the file</li></ul>
<input type="checkbox"/>	Convert documents to pdf format using "Print" (as long as not filed under seal)	<ul style="list-style-type: none"><li>• Short Identifying title (proper naming conventions not needed on this step)</li><li>• Save to T: 00000 ECF (atty initials folder)</li><li>• Make sure no document is over 2 MB (2,000 KB)</li></ul>
<input type="checkbox"/>	File Motion	<ul style="list-style-type: none"><li>• Make note of Docket (Document) No.</li><li>• Print ECF notice</li></ul>
<input type="checkbox"/>	File Notice of Motion	<ul style="list-style-type: none"><li>• Link to Motion</li></ul>
<input type="checkbox"/>	File Memorandum of Law (under seal?)	
<input type="checkbox"/>	File Declaration (under seal?)	
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Exhibit Index</li></ul>	
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Exhibits</li></ul>	<ul style="list-style-type: none"><li>• No attachment should be over 2 MB (2,000 KB)</li><li>• All scanned documents must be in resolution no higher than 200 dpi</li><li>• Split Exhibits if necessary or beneficial</li></ul>
<input type="checkbox"/>	Placeholder for any document filed under seal	<ul style="list-style-type: none"><li>• Placeholder document can be found on Court website under forms – Notice of Conventional Filing</li><li>• See p. 21 of ECF Procedures Manual</li></ul>

<sup>1</sup> Refer to the User's Manual while e-filing. Do not rely on this checklist to cover every aspect of filing. Form can be found in T:/Litigation Forms/Checklist for Efiling.

	Instruction(s)	Practice Pointers
<input type="checkbox"/>	Email proposed Order to Chambers	<ul style="list-style-type: none"> <li>• Must note Docket # on Order</li> <li>• Proposed Order – short case name must appear in email to Judge</li> <li>• Make sure track changes information has been cleared (Metadata Asst does not necessarily clear all redlining)</li> <li>• Must be in Word format (check Procedures Manual, p. 16 for judge's email address)</li> </ul>
<input type="checkbox"/>	Serve Proposed Order on opposing counsel	<ul style="list-style-type: none"> <li>• May not do by email unless agreed by the parties <b>IN WRITING</b></li> </ul>
<input type="checkbox"/>	File Joint Certificate of Service (COS) listing all served documents including Order	<ul style="list-style-type: none"> <li>• Note that you will have to specify that the ECF system will serve certain documents, and you served the proposed Order differently. See template in ProLaw</li> <li>• List date by signature line, not just at top</li> </ul>
<input type="checkbox"/>	Serve on counsel not on email system	<ul style="list-style-type: none"> <li>• Decide on appropriate service (hand, mail, Fedex, etc.)</li> </ul>
<input type="checkbox"/>	Courtesy copy to judge in a reasonable amount of time (next day)	<ul style="list-style-type: none"> <li>• Show actual signatures instead of s/ ____</li> </ul>
<input type="checkbox"/>	Stipulations filed on behalf of all parties	<ul style="list-style-type: none"> <li>• Choose all parties for filing on behalf of</li> <li>• Leave New Association field <b>unchecked</b></li> </ul>

#### Additional Tips:

- Every box above needs to be checked or marked N/A
- Plan at least 1 to 2 hours for filing
- If you do not file before 5:00 p.m., you will not be able to address errors until the next day
- Print pdf documents received from the Court and save documents to the appropriate client folder on the T drive using the proper naming conventions
- Place originally-signed documents in folder in file entitled Hand Signed Pleadings
- Empty ECF folder
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